

How to Search on Shopper

1. Search using the MA number

Check Sources of Supply :

Select All
or check Sources to be searched:

Inventory

MA Catalog Items

PunchOut Catalogs

Master Agreements

Similiar Purchases

Commodities

Search For : 1200000970

Advanced Search:

Department :

Commodity :

Vendor :

Price (from) :

Price (to) :

Warehouse :

Expiration Date :

Include Expired Agreements :

Mandatory Source Enabled :

▼ Available From Master Agreements

Mandatory Source	Quantity	SC Amount	Unit	Unit Price	Commodity Code	CL Description	Description	Vendor	Source	Expiration
No	<input type="text"/>	<input type="text"/>	HR	\$90.00	92047	Part Time Computer Programmer KREC	Support Services, Computer	KOEHLER POTTER & ASSOCIATES INC	MA 758 1200000970	2016-06-13

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2. Search using descriptions

Reserved Word	Examples	Search Result
AND	computer and mouse	Returns catalog records with both terms. Relevancy is increased based on the number of times both words occur.
ACCUM	Computer ACCUM Mouse ACCUM Wireless	Returns catalog records with either or both terms. Relevancy is increased based on the number of times both words occur
OR	laptop or notebook	Returns catalog records with either laptop or notebook in any of the fields.
NOT	Notebook NOT MA12344	Excludes records that contain the specified key word. In this example it would return records with the word notebook which does not have MA12344 in any of the fields.

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 - Commodities

Search For:

Advanced Search:

Department: 

Warehouse: 

Commodity: 

Expiration Date: 

Vendor: 

Include Expired Agreements: 

Price (from):

Mandatory Source Enabled: 

Price (to):

▼ Available From MA Catalogs

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration
No	<input type="text"/>	CASE	\$23.10	39300	PIZZA SAUCE W/BASIL	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	100234	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$42.84	39300	PIZZA PEPP 4X6 WGRAIN 100% 96-4.5Z	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	152111	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$39.31	39300	PIZZA WGRAIN BKFST TKY SAUS 128-3.31Z	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	160432	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$55.00	39300	PIZZA PEPP 5" 6.25Z 8-6CT TONY	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	166320	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$53.55	39300	5" ROUND SUPREME PIZZA	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	166340	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$42.60	39300	PIZZA CHS 4-3CT 12" VILLA PRIMA	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	210631	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$45.92	39300	PIZZA CHS 100% MOZZ W/BOX BOSC	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	408121	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$14.32	39300	READI-RISE 12" PIZZA CRUST	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	531731	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$37.17	39300	SHEETED PIZZA DOUGH 16"	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	570818	Gordon Food Service	MA 758 1300000575	2016-01-03
No	<input type="text"/>	CASE	\$39.03	39300	PIZZA CHS 4X6 WGRAIN 50/50 96-4.6Z	FOODS: STAPLE GROCERY AND GROCERS MISCELLANEOUS ITEMS	585921	Gordon Food Service	MA 758 1300000575	2016-01-03

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How to Search on Shopper

3. Search using supplier part number

Check Sources of Supply :

Select All
or check Sources to be searched:

Inventory

MA Catalog Items

PunchOut Catalogs

Master Agreements

Similiar Purchases

Commodities

Search For : AAG70620605,AAG70260G05,AAG5035,AAGAW501028

Advanced Search:

Department :

Warehouse :

Commodity :

Expiration Date :

Vendor :

Include Expired Agreements : No

Price (from) :

Mandatory Source Enabled :

Price (to) :

Available From MA Catalogs

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration
No	<input type="text"/>	EA	\$6.65	61500	DESK PAD,FLORAL,22X17	OFFICE SUPPLIES, GENERAL	AAG5035	CARDINAL OFFICE PRODUCTS INC	MA 758 1400000374	2016-09-30
No	<input type="text"/>	EA	\$11.79	61500	PLANNER,DSK,MNTHLY,RCY,BK	OFFICE SUPPLIES, GENERAL	AAG70260G05	CARDINAL OFFICE PRODUCTS INC	MA 758 1400000374	2016-09-30
No	<input type="text"/>	EA	\$15.22	61500	PLANNER,NOTEBK,18MNTH,BK	OFFICE SUPPLIES, GENERAL	AAG70620605	CARDINAL OFFICE PRODUCTS INC	MA 758 1400000374	2016-09-30
No	<input type="text"/>	EA	\$12.38	61500	CALENDAR,WALL,18X24,WH	OFFICE SUPPLIES, GENERAL	AAGAW501028	CARDINAL OFFICE PRODUCTS INC	MA 758 1400000374	2016-09-30

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NOTE: Use a comma to separate supplier part numbers.

(SupplierPartNo1,SupplierPartNo2,SupplierPartNo3)

How to Search on Shopper

4. Search using the wildcard

Check Sources of Supply :

- Select All or check Sources to be searched:
- Inventory
- MA Catalog Items
- PunchOut Catalogs
- Master Agreements
- Similar Purchases
- Commodities

Search For : 12%368

Advanced Search:

Department : Warehouse :

Commodity : Expiration Date :

Vendor : Include Expired Agreements :

Price (from) : Mandatory Source Enabled :

Price (to) :

▼ Available From MA Catalogs

Mandatory Source	Quantity	Unit	Unit Price	Commodity Code	CL Description	Description	Supplier Part Number	Vendor	Source	Expiration	Image
No	<input type="text"/>	EA	\$29.70	72555	Naztech N3050 Universal Audio Transmitter and Car Mount	Telephone Equipment and Piece Parts (Not Lines or Otherwise	N3050-12368	DISCOUNT CELL	MA 758 1300000562	2016-10-31	<input type="button" value="Details"/>

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▼ Available From Master Agreements

Mandatory Source	Quantity	SC Amount	Unit	Unit Price	Commodity Code	CL Description	Description	Vendor	Source	Expiration
No	<input type="text"/>	<input type="text"/>	EA	\$0.339	08070	Anodized Foil Bar Code Labels	Tags, Metal, Adhesive Back: Inventory, Property, Tool, etc.	Metalcraft, Inc.	MA 758 1200000368	2016-09-22
No	<input type="text"/>	<input type="text"/>	EA	\$1.7497	08070	4 X 4 POLY LABEL	Tags, Metal, Adhesive Back: Inventory, Property, Tool, etc.	Metalcraft, Inc.	MA 758 1200000368	2016-09-22
No	<input type="text"/>	<input type="text"/>	EA	\$2.5048	08070	2 X 3 POLY LABEL	Tags, Metal, Adhesive Back: Inventory, Property, Tool, etc.	Metalcraft, Inc.	MA 758 1200000368	2016-09-22
No	<input type="text"/>	<input type="text"/>	EA	\$2.5048	08070	4 X 6 POLY LABEL	Tags, Metal, Adhesive Back: Inventory, Property, Tool, etc.	Metalcraft, Inc.	MA 758 1200000368	2016-09-22

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NOTE: The standard eMARS wildcard character of “ * ” does not work on this inquiry. Please use the “ % ” instead. This is the exception to the rule.

How to Search on Shopper

5. Search for PunchOut MAs

Check Sources of Supply :

Select All
or check Sources to be searched:

Inventory

MA Catalog Items

PunchOut Catalogs

Master Agreements

Similiar Purchases

Commodities

Search For : PUNCHOUT

Advanced Search:

Department :

Warehouse :

Commodity :

Expiration Date :

Vendor :

Include Expired Agreements :

Price (from) :

Mandatory Source Enabled :

Price (to) :

▼ Available From PunchOut Catalogs

Select Catalog	Mandatory Source	Commodity Code	CL Description	Description	Vendor	Source	Expiration
<input type="checkbox"/>	No	20400	Dell Punchout	COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS	DELL COMPUTER CORP	MA 758 PUNC1300000001	2016-06-30
<input type="checkbox"/>	No	57800	Fastenal Punchout	MISCELLANEOUS PRODUCTS	Fastenal	MA 758 PUNC1300000002	2016-02-29
<input type="checkbox"/>	No	47500	Fisher Scientific PunchOut	HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUND	FISHER SCIENTIFIC COMPANY LLC	MA 758 PUNC1600000001	2015-12-31
<input type="checkbox"/>	No	57800	Grainger PunchOut	MISCELLANEOUS PRODUCTS	GRAINGER INDUSTRIAL SUPPLY	MA 758 PUNC1400000001	2016-02-29
<input type="checkbox"/>	No	47500	Medline Punchout	HOSPITAL, SURGICAL, AND RELATED MEDICAL ACCESSORIES AND SUND	MEDLINE IND INC	MA 758 PUNC1500000002	2016-05-31
<input type="checkbox"/>	No	57800	MSC DIRECT PUNCHOUT	MISCELLANEOUS PRODUCTS	SID TOOL CO INC	MA 758 PUNC1400000002	2016-03-01
<input type="checkbox"/>	No	20800	SHI Punchout	COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)	SOFTWARE HOUSE INTERNATIONAL	MA 758 PUNC1400000003	2016-08-05
<input type="checkbox"/>	No	42000	Steelcase Punchout	FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY,	ORI Acquisition, Inc.	MA 758 PUNC1300000003-1	2015-12-09
<input type="checkbox"/>	No	59930	Steelcase Punchout Delivery and Installation	INSTALLATION	ORI Acquisition, Inc.	MA 758 PUNC1300000003-1	2015-12-09

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